

PENANG SANGAM HIGH SCHOOL

YEAR 11

OFFICE TECHNOLOGY

WORKSHEET 8

LESSON NOTES AND ACTIVITY

STRAND	OT 11.2 Computer Concepts and Skills
SUB-STRAND	OT 11.2.3 Document Processing
LEARNING OUTCOME	<ul style="list-style-type: none">• Define the term formatting.• Identify styles applied to font.• Explain and identify the types of alignments.

FORMATING TEXTS

Once you have entered text, you can change the appearance to add emphasis. Let's look at the different ways of formatting text. Individual character and word formatting includes selection of type size, type style, and typeface. Size is measured in points, a unit of measure in which 72 points make up an inch.

If you look at the formatting bar, you will see the current style, font and size. Click on the down arrows in each of the boxes and select your choice.



Type styles, such as italics, underline, and bold, are easily selected using keyboard shortcuts or by selecting them from the basic font menu.



Paragraph formatting includes line spacing, meaning the amount of blank space left between lines of type (single spacing and double spacing, for example); **paragraph spacing** (the amount of blank space that precedes or follows each paragraph)

Alignment

You can enter and make headings bold by selecting text and clicking on the icons. There are four main alignments:

- **Left-aligned** text is text that is aligned with a left margin.
- **Right-aligned** text is text that is aligned with a right margin.
- **Centered** text is text that is centered between two margins.
- **Justification** controls the spacing between words. A justified text increases the space between words to fill the entire line so that it is aligned with both the left and right margin.



ACTIVITY

1. Define the term formatting.

2. Identify **two** types of styles that can be used to format fonts in a document.

3. Explain the term alignment.

4. State four types of alignment that can be applied to a paragraph.

5. Which of the following best fits the definition of justification?

A Increasing the space between words to provide more even spacing

B Aligning text with the center of the page

C Aligning both sides of a line with the left and right margins

THE END 😊